

Guidance Note

How to use the Guidance Material

The guidance notes for the Nexus Environmental Assessment Tool (NEAT+) are structured into six parts:

01 What is the NEAT+?

02 How to use the NEAT+ offline, with Excel only

This guidance note contains the step-by-step process to generate an offline environmental assessment using the NEAT+ by entering data directly into Excel.

- Use the xlsx File 06.04

03 How to use the NEAT+ with KoBo Toolbox

This guidance notes provides detailed information on how to test and use the NEAT+ with the KoBo Toolbox software.

- **03.01** This specific guidance note is an annex intended for users collecting data on mobile devices and tablets.
- **03.02 NEAT images:** These images are to be uploaded onto KoBo Toolbox, so users can include them in their own NEAT+ forms.
- **06.01 / 06.02 / 06.03** Use the xlsx files according to the instructions

04 Considerations when using the NEAT+

This guidance note describes the different operational, strategic and advocacy purposes NEAT+ serves and how it can be incorporated into a humanitarian organization's procedures. Note that a separate NEAT+ reference document will soon be made available on the [NEAT+ homepage](#).

05 How to adapt the NEAT+ for specific organizational needs

This guidance note provides a technical explanation of the NEAT+ backend and describes how humanitarian organizations can modify the tool in order to match their specific needs and requirements.

06 Excel xlsx Files

These four excel files are:

- 06.01. Sensitivity Module xls file for KoBoToolbox (used to create a project form on KoBoToolbox)
- 06.02. Activity Module xls file for KoBoToolbox (use to create a project form on KoBoToolbox)
- 06.03. Excel document generating the results – with KoBoToolbox Data collection option
- 06.04. Excel document generating the results – with Excel only

Use the files as described in the instructions.